

Section 15

Student Publication

- 15.1. Definition. Based on the Campus Journalism Act of 1992 (RA 7079), student publications refer to printed materials that are independently published by, and which meet the needs of the studentry. These include newspapers, magazines, newsletters, periodicals, handouts, or other publications whether printed, mimeographed or photocopied, published by students for campus circulation.
- 15.2 Registration
 - 15.2.1 Before a student publication can be officially recognized by the Student Publications Office, its sponsoring organization or group should first be recognized by the Dean of Student Affairs. Only such organizations or groups shall be allowed to publish and circulate publications on campus. The Lasallian, Ang Pahayagang Plaridel, Malate, and Green and White are official student publications and are not covered by this provision.
 - 15.2.2 Any publication may use the existing funds of an organization for printing.
 - 15.2.3 Circulation of publications by unrecognized organizations, groups or individuals must have the prior approval of the Dean of Student Affairs, upon the recommendation of the Director of Student Publications.
 - 15.2.4 To obtain official recognition, the following procedure shall be followed:
 - 15.2.4.1 The student organization should present its certificate of recognition from the SPS office/unit to which it is affiliated;
 - 15.2.4.2 The student organization shall present a proposal which shall include the purpose and intended contents of the periodical or newsletter congruent to the field of interest for specialization or specialization of the sponsoring group;
 - 15.2.4.3 The student organization shall present a list of the editorial board of the newsletter or periodical;
 - 15.2.4.4 The student organization shall present the number of copies to be printed and circulated as well as the recipients of the publications;
 - 15.2.4.5 The student organization shall present a budget with a breakdown of costs certified by the president/chair and treasurer of the organization sponsoring the publication.
- 15.3 Printing and Circulation
 - 15.3.1 Student publications may be printed using the facilities of the University or those of commercial establishments.
 - 15.3.1.1 Student publications using the University's printing facilities shall be required to present their printing order forms, in duplicate, stencils or manuscripts to the Director of Student Publications for endorsement.
 - 15.3.1.2 The Student Publications Office shall endorse payment of commercial-printing costs incurred by official student publications subject to these conditions: the publication should submit at least three quotations from

commercial printers at the start of the school year before entering into any agreement with a printer. When changing printers, only one quotation is necessary if the price is lower; three quotations if there is a price increase. A printer may accept a job order only upon written authorization by the Director of Student Publications.

15.3.2 Three copies of every issue of the official and minor publications should be submitted to the Student Publications Office and the University Library Archives for filing.

15.4 Editorial Board Selection

15.4.1 The official student publications (The LaSallian, Malate, Ang Pahayagang Plaridel, and Green and White) shall conduct competitive examinations open to all staffers with at least one year residency in the publication in accordance with the guidelines defined in the Student Handbook and supervised by the outgoing Editorial Board. Only those students who take and pass these examinations shall be allowed to become members of the editorial boards of their respective publications.

15.4.2 Newsletters, organization magazines, and supplements may select their editorial boards through elections or appointments according to the preference of the organization body.

15.4.3 Members of the editorial boards of the official student publications should have a cumulative GPA of at least 2.000 throughout the duration of their term. In order to qualify, the top three positions, i.e., Editor in Chief, Associate Editor, and Managing Editor, should have one year's residence by the latest term prior to their assumption of office.

15.4.4. They should be full-time students carrying a minimum academic load of 12 units per trimester during the school year in which they are in office, with the exception of graduating students who may enroll in fewer than 12 units in their last year.

15.4.5. They should not hold office in any executive capacity in any other official or minor publication or any recognized student organization while they are still members of the editorial board.

15.4.5.1 Any editorial board member of any of the official publications who intends to run for a position in the Student Council / Council of Student Organizations for the following schoolyear should write a letter of intent addressed to the Council of Editors and should resign from the publication immediately.

15.4.6. They should not have any pending major disciplinary case, must not have been found guilty of any major offense, and must have obtained clearance from the Discipline Office.

15.5. Council of Editors

15.5.1. The Council of Editors (CoEd) shall be composed of the top three members of the editorial board of each major student publication, who shall receive complaint

letters from any aggrieved member of the community. It shall be administratively supervised by the Student Publications Office (SPO) Director.

15.5.2. The Editors shall select among themselves the Chairperson, Vice-Chairperson, Secretary, Treasurer, and Internal and External Public Relations Officer from among the editors present in accordance with the guidelines specified by the Council of Editors.

15.5.3. The Council of Editors shall have the following responsibilities:

- 15.5.3.1. to ensure that all guidelines for student publications are implemented;
- 15.5.3.2. to recommend to the SPS Council revisions to rules and regulations covering student publications in the Student Handbook;
- 15.5.3.3. to assist the Student Publications Office Director in the preparation and implementation of journalism workshops and other related projects;
- 15.5.3.4. to assess the performance of various student publications and provide recommendations for their improvement;
- 15.5.3.5. to meet at least once a month and, if necessary, more often; and
- 15.5.3.6. to investigate and decide, together with the SPO Director, complaints regarding violations of these guidelines; if contested, the decision shall be subject to review by the Student Publications Grievance Committee.
 - 15.5.3.6.1. Complaint letters from any member of the academic community should be addressed to the Chairperson of the Council of Editors.

15.6 The Editorial Screening Board shall be composed of the Director of Student Publications, Coordinator of Student Publications, incumbent Top 3 editors, and the publication adviser. If any of the top three (3) editors will run for a position for the next school year, the other two (2) outgoing editors may assign a representative, preferably a former top three (3) editor, as a replacement.

The Editorial Screening Board shall have the following responsibilities:

- 15.6.1 to determine the criteria for the selection of the editorial staff of the major student publications;
- 15.6.2 to prescribe the manner and procedure for the implementation of the editorial examinations;
- 15.6.3 to prescribe the criteria and manner in the selection of the Editorial Examiners Board by the Director of Student Publications; and
- 15.6.4 to appoint students who will assist in the conduct of the editorial examinations.

15.7 The Editorial Examiners Board shall be composed of incumbent editors of the student publication concerned who are not running for any editorial board position in the following school year, and corresponding number of practitioners in journalism, creative writing, and related fields duly appointed by the current editorial board. It shall have the following responsibilities:

- 15.7.1 to evaluate and select the incoming editorial staff based on clearly established criteria and properly promulgated procedures;
- 15.7.2 to formulate questions for the written and/or oral examinations; and
- 15.7.3 to check examination papers and present the results of the examinations to the Editorial Screening Board.

- 15.8. Selection of Other Staffers. Staff members shall be determined by the editorial board based on proficiency and competence through competitive examinations and interviews to be conducted by the editorial boards of each publication, which is headed by the Associate Editor.
 - 15.8.1 Applicants should not have any pending major disciplinary case, must not have been found guilty of any major offense, and must have obtained clearance from the Discipline Office.
 - 15.8.2 Staff members should maintain his/her status as a bona fide student to retain membership in the publication staff.
 - 15.8.3 Staff members shall be classified as either regular or probationary based on the length of time of active membership set by each editorial board.
 - 15.8.4 Staff members should not be an officer in any of the political parties.
- 15.9. Allocation of Duties and Responsibilities
 - 15.9.1 Official student publications shall publish and circulate their publication materials for the University as follows:
 - 15.9.1.1 The LaSallian: Every first week* of the month within each school term.
 - 15.9.1.2 Ang Pahayagang Plaridel: Every third week* of the month within each school term.
 - 15.9.1.3 The Malate Literary Folio: One week* before the end of each trimester.
 - 15.9.1.4 Green & White: Annually, and released by the third month after the last commencement exercise of the school year.Note: Releases of special issues are not covered in the said schedule.
* Monday to Friday
 - 15.9.2. All money disbursements should be channeled through the respective managing editor of the various publications. Only the signature of the editor-in-chief will validate requisitions through the Student Publications Office. In the absence of the editor-in-chief, the signature of the associate editor with a reasonable explanation for the proxy.
 - 15.9.3. All expenditures must be supported by official receipts to be submitted to the managing editor for accounting, then to the Director of Student Publications.
 - 15.9.4. Disbursement of office supplies should be recorded and accounted for by the office manager.
 - 15.9.5. Facilities belonging to the publications may be used only by members of the editorial board and their staff. Publication equipment and supplies may not be taken out of their respective offices, except during out-of-campus presswork.
 - 15.9.6. Office rules and policies for venues of major student publications will be determined by the editorial board and the office manager. It is the responsibility of each publication to ensure that its staffers know of the existence of such rules.
- 15.10 The Student Publications Grievance Committee shall have the appellate jurisdiction over the decision of the Council of Editors and the SPO Director.

- 15.10.1. The Student Publications Grievance Committee is composed of Dean of Student Affairs as the Chair, administration representative, faculty representative, and a student representative.
- 15.10.2. The Dean of Student Affairs shall convene the Committee and define the procedures to be followed in the conduct of the review.
- 15.10.3. The proceedings before the Student Publications Grievance Committee shall be without prejudice to the filing of any criminal case under the Revised Penal Code and other existing laws.

15.11 Policy on Professional Journalism in Student Publications

- 15.11.1 Student publications shall enjoy the right to freely and responsibly publish articles, opinions, and other published works, guided by the Campus Journalism Act of 1992 (RA 7079) and the University Mission Statement, without any undue influence or threat.
- 15.11.2 In the same manner, said publications are subject to all the provisions of the law pertaining to the mass media. The publication shall be fully and solely responsible for materials they publish.
- 15.11.3 Complaints against any member of the academic community may be published following the existing editorial policies. For cases with on going investigations, only the facts and not the merits of the case may be published. Published articles must be well researched and balanced.
- 15.11.4 All stories, editorial, photographs, and illustrations appearing in student publications should carry by-lines, credit lines, or tag lines. Otherwise, the editorial board of the publication shall be held fully and solely responsible for materials appearing without credit.
- 15.11.5 Student publications must have an audio recorder during interviews. The interviewed personnel has the right to keep his/her statement from being audibly recorded. Moreover, the interviewed personnel may request a copy of the transcript and approve it, to ensure that the interpretation and facts are accurate. If the interviewed personnel requested some facts to remain off the record, the student publication must ensure confidentiality.
- 15.11.6 All stories, editorials, photographs, and illustrations appearing in student publications prior to its issue must not be shown to anyone besides the student publications staff members.